

**Quinebaug Valley Community College**

***Job Opportunity***

**ASSOCIATE DIRECTOR OF HUMAN RESOURCES**

**Open To:** The Public

**Location:** Quinebaug Valley Community College, Danielson, CT

**Hours:** Full Time, 40 Hours Per Week

**Minimum Salary:** \$62,500 plus State of CT benefits

**Closing Date:** **June 30, 2016**

Quinebaug Valley Community College is a public two-year college supported by the State of Connecticut and governed by the Board of Regents. The College is accredited by NEASC and is one of 17 institutions in the Connecticut State Colleges and University (CSCU) system. QVCC is located in the Northeastern corner of the state, a rural and beautiful part of Connecticut and New England.

**RESPONSIBILITIES:**

The Associate Director of Human Resources is responsible for a full range of Human Resources and Payroll related activities at the College, including administration of the human resources management system; employee benefits; recruitment and appointment; collective bargaining contract administration; payroll. The Associate Director reports to the Dean of Administration. This position may supervise payroll and HR staff, including student workers, as assigned. The position has extensive relationships with faculty, staff, administration, and students. The incumbent is expected to represent the College in a positive manner.

Key Duties and accountabilities include:

- **HR Management System:** Responsible for the implementation and maintenance of personnel record keeping and information systems. Serves as one of the College's Records Management Liaison Officers.
- **Benefits Administration:** Responsible for the proper administration of State of Connecticut benefit programs and applicable collectively bargained benefits.
- **Conflict and Grievance Resolution:** Assist the Dean of Administration with the all labor relations issues, including bargaining unit contract administration and conflict & grievance resolution.
- **Recruitment and Position Classification:** Has overall HR responsibility for position management. Assists the Dean of Administration with all activities related to job searches. Determines appropriate compensation and bargaining unit assignment for all classified and unclassified positions. Coordinates Willis position reclassification process at the College.
- **Leaves of Absence:** Responsible for all leave of absence and time off requests including State and Federal FMLA requests. Determines the appropriate amounts of accrued time off and usage of accruals in accordance with collective bargaining agreements.
- **Workers Compensation:** Responsible for the administration of worker's compensation programs, responsible for processing of worker's compensation claims in CORE-CT.

**QUALIFICATIONS:**

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas: ability to use HR management systems software such as PeopleSoft (CORE-CT preferred); knowledge of current State of Connecticut HR principles and practices; knowledge of employee/supplemental benefits, including retirement; experience with collective bargaining agreements and contract/grievance resolution processes; ability to maintain confidential personnel and payroll records; excellent oral and written communication skills; excellent computer skills including proficiency in MS Office software.

Candidates should have a Bachelor's degree in an appropriately related field (Master's Preferred) and two to five years of experience in human resources management (State of Connecticut and/or higher education experience preferred).

**ANTICIPATED STARTING DATE: August 2016**

**APPLICATION PROCEDURE:**

E-mail a completed [Community College Employment Application](#), a current résumé, cover letter, and unofficial transcript(s) to: **Lois Kelley, Human Resources Assistant - [lkelly@qvmc.edu](mailto:lkelly@qvmc.edu)**

**NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.